

20 April 1950


MEMORANDUM FOR: Chief, Cartography Division
Chief, Geography Division
Chief, Map Library Division

FROM: Chief, Geographic Research

SUBJECT: Change of Format and Content of GHA Monthly Report

1. The format and content of GHA Monthly Reports have been changed, as discussed at the GHA Staff Meeting of 8 April. A copy of the outline which will be followed in the Area Report to the Assistant Director is attached, along with items to be included under each heading. It is requested that Division Reports follow this same general outline, adding any additional items needed for division record purposes.

2. As Division Reports are no longer to be sent to the Assistant Director or to other recipients of the GHA Area Report, two copies of your report will be sufficient for Chief/G needs. One copy will be retained by Chief/G, and the other will be circulated -- along with the over-all Area Report -- to Division and Branch Chiefs for their information. In addition to this circulated copy, Divisions will continue to receive the same number of copies of the Area Report as they previously received of the combined Area-Division Report.

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Enclosure: OUTLINE FOR GHA MONTHLY REPORT